

## MINIMUM WORKFORCE PERFORMANCE MANAGEMENT (WPM) APPRAISAL and PERFORMANCE PLANNING AND EVALUATION (PPE) GUIDE

<p><b><i>A well-built performance plan <u>must</u> include...</i></b></p>	<p><b>A. Performance Expectations and Standards</b></p> <ul style="list-style-type: none"> <li>• May be stated as a goal, outcome or result expected, numerical criteria, competency to be demonstrated, task to be accomplished or performed, acceptable conduct, or other expectation appropriate to the job classification and position</li> <li>• Must be created using S.M.A.R.T. GOALS - Specific, Measurable, Attainable, Realistic, Time-Bound</li> <li>• Must be written at least at a Successful/Meet Expectation level</li> </ul> <p><b>B. Competencies</b></p> <ul style="list-style-type: none"> <li>• Work Safe Environment competency is mandatory for all County employees</li> <li>• Performance Management and Equal Employment Opportunity (EEO) competencies are mandatory for MLS, Question A and PSM employees In addition to Work Safe Environment</li> <li>• MLS, Question A, PSM and FOP competencies are pre-defined and pre-loaded in WPM</li> </ul> <p><b>C. Career Development Goal</b></p> <ul style="list-style-type: none"> <li>• At least one career development goal</li> <li>• Encourages employees' continued growth in their current positions or to plan their own career path/promotional objectives</li> <li>• Not rated</li> <li>• FOP is not required to have a career development goal</li> </ul>
<p><b><i>A well-built performance plan <u>should</u> include...</i></b></p>	<p><b>A. Competencies - Behaviors to be demonstrated</b></p> <ul style="list-style-type: none"> <li>• Competencies describe behaviors used to achieve desired outcomes</li> <li>• Competencies blend the knowledge, skills, and behaviors demonstrated by the successful employee</li> <li>• Competencies are observable and achievable</li> <li>• There are no specific required number of competencies; however, OHR recommends no more than 4-5 competencies</li> </ul> <p><b>B. Objectives - Results or tasks to accomplish</b></p> <ul style="list-style-type: none"> <li>• Objectives describe tasks to be performed</li> <li>• Objectives describe the expectations of an employee's work responsibilities</li> <li>• Objectives should incorporate the Montgomery County Government mission</li> <li>• Objectives results should be within the scope and control of your employee</li> <li>• There are no specific required number of objectives competencies; however, OHR recommends no more than 4-5 objectives</li> </ul>
<p><b><i>A well-built performance plan...</i></b></p>	<p><b>Ties to the County's and department's strategic planning</b></p>
<p><b><i>Links to Performance Management and WPM resources</i></b></p>	<p>OHR Website: <a href="#">OHR Performance Management</a> Change Management Website: <a href="#">TransformMCG</a></p>